

Vendor Account Suspension Notice

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We regret to inform you that your vendor account with [Company Name] has been suspended effective immediately due to [reason for suspension]. As a result, please be advised of the following consequences:

- Your access to the vendor portal has been revoked.
- All pending orders will be placed on hold until further notice.
- Any outstanding payments will be processed only after resolution of the suspension.
- Future participation in vendor-related events or promotions is prohibited during the suspension period.

We encourage you to address the issue that has led to this decision and contact us at [Contact Information] for further clarification or to discuss reinstatement of your account.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]